



## Police Chief's Qualifications

**Proposed By:** Mayor Deborah A. Norkavage  
1<sup>st</sup> District Councilman John Jaremchuk, Jr.  
6<sup>th</sup> Councilman John Pasquale, Jr.

**Proposed:** March 11, 2010 Council Meeting:

**Results:** Passed 7 – In Favor – 0 - Opposed

## **Elsmere Chief of Police Requirements**

### **Summary:**

Subject to the provisions of the Town Charter, Town Code and applicable policies and procedures, to plan, direct, coordinate, evaluate and review the programs, projects and activities of the Elsmere Police Department in the enforcement of law and the preservation of life and property of the residents of the Town of Elsmere; to carry out the statutory duties of Chief of Police; to provide leadership and direction for the department; to oversee Animal Control for the Town; and to perform related duties and responsibilities as required.

### **Description:**

- Plans, directs, coordinates, evaluates and reviews the programs, projects and activities of the Elsmere Police Department, including patrol, investigations, animal control, public services and programs, and administration.
- Develops, recommends, implements and administers department policies, procedures and standards of safety.
- Evaluates community law enforcement needs and formulates short- and long-range plans to address them; develops, recommends and implements cost-effective, innovative law enforcement programs.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; identifies opportunities for improvement; directs the implementation of changes.
- Within Town policy, recommends appropriate service and staffing levels; allocates resources accordingly.
- Prepares recommends and administers the department budget; supervises departmental purchasing; oversees department grant administration.
- Participates in the preparation of the department's capital improvement program.
- Selects, trains, supervises, motivates and evaluates department personnel; provides for adequate training and professional development; works with employees to correct deficiencies; handles employee concerns and grievances; maintains discipline and oversees the conduct of employees; implements discipline and termination procedures.
- Plans, directs and coordinates, through subordinate officers, the department's work plan; meets with Senior Staff to identify and resolve problems; assigns projects and programmatic areas of responsibility.
- Confers with citizens and Town officials on law enforcement problems.
- Ensures the development and implementation of effective crime prevention and educational programs.
- Represents the Police Department to other Town departments, elected officials, outside agencies, and cities, community and regional committees; explains, justifies and supports Police Department programs, policies and activities; negotiates and resolves sensitive, significant and controversial police issues.

- Coordinates department activities with those of other departments and outside agencies and organizations.
- Prepares and presents staff reports and other necessary correspondence; assists in the preparation and recommends adoption of Town ordinances, policies and procedures related to law enforcement.
- Actively participates in various professional organizations; attends civic and community events to explain and promote the activities and functions of the department and to establish favorable public relations.
- Keeps abreast of new legislation, case law, trends and innovations in the field of law enforcement.
- Responds to difficult or sensitive complaints and requests for information from the public, news media and Town staff.
- Advises and assists subordinates in highly complex criminal and other investigations.
- Performs law enforcement duties as required.
- Performs general administrative work as required, including conducting and attending meetings, reviewing correspondence, preparing reports, etc.

#### **Requirements: MINIMUM QUALIFICATIONS**

- Must be a legal resident of the United States.
- Possession of a State of Delaware Council on Police Training Certificate.
- Experience in applicable federal, state and local laws, regulations, codes, ordinances, policies and procedures.
- Experience in search and seizure and arrest laws.
- Experience in operational characteristics, services and activities of a comprehensive municipal law enforcement program.
- Experience in structure, functions and inter-relationships of state and local law enforcement agencies.
- Experience in up-to-date law enforcement and law enforcement training procedures in the areas of investigation and identification, patrol, traffic control, juvenile delinquency control, care and custody of persons and property, and techniques and procedures including the collection/preservation of evidence, etc.
- Experience in Constitutional rights, courtroom procedures and legal practices.
- Experience in using firearms, police vehicles, radios and other law enforcement equipment.
- Experience in organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Experience in modern and complex principles and practices of program development and administration.
- Experience in recent developments, current literature and sources of information related to criminal justice and public safety.
- Experience in principles of supervision, training and performance evaluation.
- Experience in modern office practices and technology, including the use of computers, Windows Operating systems (XP, Vista, Windows 7, etc.), Microsoft Office products, and use of DELJIS, CJIS AND NCIC computer network systems.
- Experience in complex budget development and administration.

- Experience in methods of letter writing and report preparation. English usage, spelling, grammar and punctuation.
- Experience in first aid and emergency operations.
- Experience in safe work practices.
- Experience in Public/Community relations techniques.

**Ability to:**

- Interpret, analyze, apply and enforce federal, state and local laws, rules and regulations.
- Provide administrative and professional leadership and direction for the Police Department.
- Plan, organize and direct the work of management, supervisory, professional, technical and clerical staff; delegate authority and responsibility.
- Train, supervise and evaluate the performance of staff.
- Perform duties under the pressure of very high expectations for exemplary and non-erring leadership, management, professionalism and implementation of law enforcement procedures.
- Develop, implement and interpret goals for providing effective and efficient municipal law enforcement services.
- Analyze problems, identify alternative solutions, determine consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and procedures.
- Perform responsible police work in accordance with all applicable laws, regulations, policies, procedures and guidelines.
- Direct thorough criminal investigations.
- Appraise situations and people accurately and quickly, and adopt an effective course of action.
- Work under stressful or dangerous conditions, often involving considerable personal risk or risk to others.
- React quickly and calmly in emergency situations.
- Deal courteously, yet firmly and effectively with the public in police situations.
- Gain cooperation through discussion and persuasion.
- Properly use firearms and other work-related equipment.
- Plan and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Perform mathematical computations with accuracy.
- Prepare clean and concise administrative and financial reports.
- Make effective public presentations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Meet the physical requirements necessary for successful job performance.

**Experience:**

Six to Ten years of increasingly responsible professional experience in law enforcement, including at least five years in an administrative, command or managerial capacity.

**Education:**

Graduation from an accredited college or university with a Bachelor's degree in Criminal Justice or Administration, or a closely related field. A Master's degree in the same fields of study is desirable.

**Additional Requirements:**

Applicant must be in possession of a valid U.S. driver's license.

**APPROVED BY THE MAYOR AND COUNCIL OF THE TOWN OF ELSMERE THIS  
11<sup>TH</sup> DAY OF MARCH 2010.**

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Deborah A. Norkavage, Mayor

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Joann I. Personti, Secretary